COMMONWEALTH OF KENTUCKY
JOB CLASS SPECIFICATION

PRINTING OPERATION ADMINISTRATOR

Job Number: 20000580

Job Code: 16100V000101

Job Group: 1600 - PRINTING

Job Established: 06/16/1982

Job Revised: 02/24/2006

Grade: 14	Salary (MIN - MID):	Special Entrance Rate:
	$18.075-$23.944 - Hourly	NONE
	$2,937.20-$3,890.90 - 37.5 Hr. Monthly Salary	NONE
	$3,133.00-$4,150.30 - 40 Hr. Monthly Salary	NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: http://www.lrc.ky.gov/kar/101/001/325.htm.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Provides overall administration of printing and duplicating operations for a state agency; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

High school graduate.

EXPERIENCE:

Must have five years of printing operations experience, one year of which must have been in a supervisory or management capacity in printing and duplicating operations.

Substitute EDUCATION for EXPERIENCE:

Related vocational or technical school training will substitute for the non-supervisory experience on a year-for-year basis.

Substitute EXPERIENCE for EDUCATION:

NONE

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

NONE

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Oversees the implementation of programs within the production area of a printing and duplicating operation to assure economical and efficient operations. Responsible for assuring compliance with production budget, OSHA regulations, hazardous waste programs, etc. Analyzes production operations and recommends policy and procedural changes to increase operating efficiency. Requests subordinate to research and compile production reports as needed. Compiles reports as needed and oversees the maintenance of all production operating records and reports. Coordinates production training activities. Consults with agency management and vendor representatives to identify, plan, project and manage production of publication programs and printing requirements through efficient and economical use of resources. Investigates, researches and keeps abreast of technological developments in the publishing and printing field. Conducts training programs for technical personnel.

UNIQUE PHYSICAL REQUIREMENTS:

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Work is performed in an office setting.

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.